

Audio Team

Job Description and Responsibilities

We value your skill and your commitment to making our Sunday experience as sacred and uplifting as possible. We appreciate each of you and your work here. Observing the following will create a more positive and efficient work environment for all of us.

- Arrive early enough to have microphones set up and ready to go for 8:00 rehearsal. Music Director will usually notify you via email as to what is needed. An email will be sent to you on Monday/Tuesday to prep you for the next Sunday service.
- Between 8:00 and 8:45 please do whatever is possible to balance the sound for the start of the 9:00 a.m. service.
- You are paid to be ON DUTY during the service. You are part of the essential component for creating an environment with lights and microphones so that those who come on Sundays can have a seamless service and experience of the presence of God. Please watch Minister (and everyone else on the platform) for signals about sound levels, etc.
Be available in between and after services to make CD's. You may take a 15 minute break (this applies to a two service Sunday), but always let the music director know when you are taking it, and make sure requested copies of CD's are filled before you take your break.
- After the 11:00 a.m. service, please
 - Please put away every cord and microphone
 - Check to make sure piano is covered
 - Turn off and cover sound board and CD copier when done
 - Make sure mic stands and equipment are put away and not blocking fire exits in front of sanctuary storage rooms
- Please note that we have two services Christmas Eve 5:00 and 7:00 p.m. these are a required work day.
- Weddings and Funerals and other church events are \$50 per event.
- **Reminder: Unity's grounds are non-smoking.**

PLEASE NOTE: we are currently at one service (10:00 a.m.) please be here by 8:30 a.m. to set up. Pay is \$75 a Sunday, this pay is reflecting a 2 service Sunday (\$15.00 hour). When and if we return to a two service Sunday, pay will not increase.

Please send resume and references to
Unity of Kalamazoo Church:
office@unitykalamazoo.com

1204 Whites Road, Kalamazoo, MI 49008
www.unitykalamazoo.com